

**Town of Westford
Timeline
Annual Town Meeting Saturday, March 26, 2011
Continuing to March 28, 2011, if needed**

Oct. 5 – 13, 2010	Budget meetings with Town Manager, Finance, and Department Heads
Fri. Oct. 8, 2010	Budget requests due
	Capital Planning Committee meetings with Department Heads
Oct. 14 – 20, 2010	Finalize Town Manager FY12 budget recommendation
Fri. Oct 15, 2010	Capital Planning Committee meetings with Department Heads
Tues. Oct. 19, 2010	Capital Planning Committee meetings with Department Heads
Fri. Oct. 22, 2010	Budget binders to BOS and FinCom
Tues. Oct. 26, 2010	Town Manager submits FY12 Budget to Selectmen and Finance Committee
Thurs. Nov. 4, 2010	7:00pm – Joint budget hearings (BOS/FinCom)
<i>Thurs. Nov. 11, 2010</i>	<i>Veterans Day</i>
Thurs. Nov. 18, 2010	7:00pm – Joint budget hearings (BOS/FinCom)
<i>Thurs. Nov. 25, 2010</i>	<i>Thanksgiving</i>
<i>Wed. Dec. 1, 2010</i>	<i>Chanukkah begins at sundown.</i>
Tues. Dec. 2, 2010	7:00pm – Joint budget hearings (BOS/FinCom)
Tues. Dec. 9, 2010	7:00pm – Joint budget hearings (BOS/FinCom)
Tues. Dec. 14, 2010	FY10 Annual Town Meeting Warrant opens
Thurs. Dec. 16, 2010	7:00pm – Joint budget hearings (BOS/FinCom)

Thurs. Dec. 23, 2010	Deadline for submittal of all street acceptance application materials to Planning Office and related town meeting petition article(s) to the Selectmen. (at least 90 days prior to Town Meeting)
<i>Sat. Dec. 25, 2010</i>	<i>Christmas Day</i>
<i>Sat. Dec. 26, 2010</i>	<i>Kwanzaa begins</i>
<i>Sat. Jan. 1, 2011</i>	<i>New Year's Day</i>
Tues. Jan 3, 2011	Nomination papers for local offices are available at the Town Clerk's Office.
Tues. Jan. 11, 2011	Board of Selectmen votes their <u>intention</u> to lay out a town way, refer the matter to the Planning Board for a non-binding recommendation. The Planning Board has 45 days after such reference in which to make its report, if any (per MGL Ch. 41, Sec. 81G & 81I)
<i>Mon. Jan. 17, 2011</i>	<i>Martin Luther King, Jr. Day</i>
Wed. Jan. 19, 2011	12:00 noon Non-petition articles due to the Town Manager's Office. (Follows Planning Board meeting on Jan. 18 th)
Thur. Jan. 20, 2011	Warrant articles and motions forwarded to Town Counsel for review
Tues. Jan. 25, 2011	Annual Town Meeting Warrant closes. 2:00pm Deadline for petition articles to be submitted to the Town Clerk's Office for certification of signatures. (earlier deadlines for zoning related articles are eliminated to keep with one public hearing timeline for all town meeting articles)
Thur. Jan. 27, 2011	Town Counsel returns warrant articles and motions

Thur. Feb. 3, 2011 First public hearing notice for Planning Board appears in the Eagle

Tues. Feb. 8, 2011 Selectmen decide order of warrant articles

Thur. Feb. 10, 2011 Second public hearing notice for Planning Board appears in the Eagle

Mon. Feb. 21, 2011 Presidents Day

Tues. Feb. 22, 2011 Planning Bd opens public hearings on zoning-related articles.

Moved to Tuesday, March 8th  Selectmen sign warrant and review motions.

Joint meeting with Finance Committee to discuss budget-related articles.

(deadline to post warrant is March 18th) – If FinCom book deadline is March 8th, then this is the closest scheduled meeting to that date.

Mon. Feb. 28, 2011 Notice of Selectmen's street acceptance public hearing mailed to land owners

Fri. March 4, 2011 **8:00pm** – Voter registration deadline for Annual Town Meeting

Mon. March 7, 2011 Planning Bd continues public hearings on zoning-related articles.

Finance Committee report is sent to printer

Tues. March 8, 2011 Selectmen open street acceptance and layout public hearing.

Selectmen **to sign warrant and** review motions.

Wed. March 9, 2011 Motions Meeting

Fri. March 11, 2011 All reports & records to be voted on at town meeting to be available to the voters. (Bylaw Chapter 51.1.E)

Mon. March 14, 2011	Deadline for mailing Finance Committee report to voters (Bylaw Chapter 51.1.C.2 "at least 10 days before the meeting")
Tues. March 15, 2011	5:00pm - Deadline to submit nomination papers for the May 3 Town Election to the Town Clerk's Office for certification (7 weeks prior to election).
Fri. March 18, 2011	Annual Town Meeting Warrant posted in Town Hall, post offices and the library and on the web Deadline to file approved street layout plan with the Town Clerk (<i>at least 7 days prior to Town Meeting</i> per MGL Ch. 82, Sec. 22)
Tues. March 22, 2011	Selectmen discuss wording and vote on any proposed ballot question(s).
Sat. March 26, 2011	10:00am – Annual Town Meeting begins in Abbot School gymnasium.
Mon. March 28, 2011	Annual Town Meeting continues, if needed.
Tues. March 29, 2011	4:00pm - Deadline for Selectmen to submit written notice of ballot question(s) to Town Clerk (MGL Ch.54:42C – at least 35 days prior to election)
Tues. April 12, 2011	Selectmen sign annual town election warrant.
Wed. April 13, 2011	8:00pm - Voter registration and party enrollment change deadline for Annual Town Election.
<i>Mon, April 18, 2011</i>	Passover begins at sundown <i>Patriots Day holiday</i>
<i>Fri. April 22, 2011</i>	<i>Good Friday</i>
<i>Sun. April 24, 2011</i>	<i>Easter Sunday</i>
Mon. April 25, 2011	Deadline to post annual town election warrant.
Tues. May 3, 2011	Annual Town Election